

Retention and Classification Report

Agency: Utah Science, Technology, and Research Authority (3486)

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Records Officer

27877	Agency Historical Records
27875	Annual reports
27882	Financial records
27874	Meeting minutes

AGENCY: Utah Science, Technology, and Research Authority

SERIES: 27877

3

TITLE: Agency Historical Records

DATES: 2008-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Records which document an agency's history. Includes scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by an agency. May also include narrative audio and audiovisual agency histories. Any agency activities showcased through public news or media are also included under this series.

RETENTION:

Retain 10 years and transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

AUTHORIZED: 02/13/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

AGENCY: Utah Science, Technology, and Research Authority

SERIES: 27877

TITLE: Agency Historical Records

(continued)

APPRAISAL:

Historical

Publicity has ongoing evidentiary and research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Science, Technology, and Research Authority

SERIES: 27875

3

TITLE: Annual reports

DATES: 2007-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are annual reports to the governor and legislature produced by the governing authority of the Utah Science, Technology, and Research Authority (USTAR). Reports document the progress of the program and include an executive summary, figures documenting jobs created, research teams updates, and an economic prospective.

RETENTION:

Retain 2 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 02/25/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

Annual reports have ongoing evidentiary and research value.

AGENCY: Utah Science, Technology, and Research Authority

SERIES: 27875

TITLE: Annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Science, Technology, and Research Authority

SERIES: 27882

3

TITLE: Financial records

DATES: 2007-

ARRANGEMENT: alphabetical by record name thereunder chronological

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

Records that document receipt of cash or transfers between state agencies in the state accounting system, and other relevant information. Includes cash receipts (CR), inter-agency transactions (IAT), and revenue (IN) transactions.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 54.

AUTHORIZED: 01/07/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

Computer data files backup: Retain in Office for 1 year and then delete.

AGENCY: Utah Science, Technology, and Research Authority

SERIES: 27882

TITLE: Financial records

(continued)

APPRAISAL:

Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Science, Technology, and Research Authority

SERIES: 27874

3

TITLE: Meeting minutes

DATES: 2007-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

RETENTION:

Retain 2 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/02/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

AGENCY: Utah Science, Technology, and Research Authority

SERIES: 27874

TITLE: Meeting minutes

(continued)

APPRAISAL:

Historical

Minutes have ongoing evidentiary and research value.

PRIMARY CLASSIFICATION:

Public